



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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## BOARD OF FINANCE

AUGUST 1, 2011

### MINUTES

**PRESENT:** Mayor Kiss, City Council President Keogh, Councilors Wright, Mulvaney-Stanak, and Paul; Interim CAO Schrader.

**ALSO PRESENT:** Councilor Bushor, ACAO Goodwin, City Attorney Ken Schatz; Susan Leonard, HR; Karen Vastine, CJC; Mari Steinbach, Parks and Recreation; Carol Weston, DPW.

#### 1. Agenda

Item 8 HR: CJC Positions and Item 9 HR: CJC Organizational Chart were combined and moved to item 1A. The agenda was approved unanimously as amended.

#### 1A. HR: Community Justice Center Positions and Organizational Chart

The Board considered a request from the HR Department to review positions within the Community Justice Center. Karen Vastine, Director of the Community Justice Center, stated the Community Justice Center was funded through five separate federal and state grants. Two of the proposed positions would be funded through one additional state grant and portions of four existing grants. She explained to the Board that the idea of creating an Offender Reentry Resource Specialist position was done at the request of the Department of Corrections. This person would help support offenders and hold them accountable. The program was highly successful in other parts of the state.

Councilor Wright inquired if the positions would end when the grant terminated unless a different funding source was found. Ms. Vastine stated that was true. Attorney Schatz stated that was the definition of a limited service position. The City Attorney then spoke in favor of the program. Ms. Vastine stated the liaison position would be retroactive to July.

City Council President Keogh and Councilor Wright made a motion to approve the positions. The motion passed unanimously.

#### 2. C/T: Bond Resolutions

##### a. Series 2011A

ACAO Goodwin explained to the Board the terms of the bond he was purchasing for the City. This bond would be a \$6.6 million General Obligation Public Improvement bond to be used for street repaving, the Fire Department, Burlington Electric and the General Fund. There were two entities that had expressed an interest and the entity that was chosen offered a rate of 4.23%.

City Council President Keogh and Councilor Mulvaney-Stanak made a motion to approve the bond and recommend approval by the City Council. The motion passed unanimously.

**b. Series 2011B**

ACAO Goodwin explained to the Board this bond was for \$4 million and had been approved by voters. Two investors expressed an interest in the offering and the rate would begin at 4.25%. These funds would be used by the School Department, Burlington Electric and the City.

City Council President Keogh and Councilor Wright made a motion to approve the bond and recommend approval by the City Council. The motion passed unanimously.

**3. C/T: Authorization of Execution and Delivery of a Master Lease Purchase Agreement for Equipment for Fiscal Year**

ACAO Goodwin explained to the Board there had been a Request for Proposals for a \$1.3 million Master Lease. There were two responses, one from Chase Bank with a rate of 2.16% and another from Municipal Leasing Consultants at 3.87%. The recommendation was to work with Chase Bank.

City Council President Keogh and Councilor Wright made a motion to approve the Master Lease and recommend approval by the City Council. The motion passed unanimously.

**4. HR: CEDO Re-Categorization**

Susan Leonard spoke to the Board of Finance about a re-categorization of CEDO positions. Ms. Leonard stated the two positions were part of the Legacy Project. One person works on social equity and diversity issues and the other works with climate change issues. Both have been limited service and approval of this item would make the positions permanent.

Councilor Wright inquired if these were funded by the City. Susan Leonard stated they were funded through the General Fund and private sponsors, with about 75% coming from the City. Councilor Wright inquired if the positions would receive retirement and health benefits. Susan Leonard stated approval of this request would give them retirement benefits and they already had health benefits. Mayor Kiss explained his position that these two positions were crucial.

Councilor Mulvaney-Stanak inquired what would be different in regards to the Climate Change work and the Legacy Project. Mayor Kiss stated the Legacy Project was the umbrella name and one employee primarily focuses on climate change.

In response to an inquiry, Mayor Kiss stated these positions report to the CEDO Director and this was the appropriate place to house them.

City Council President Keogh and Councilor Wright made a motion to approve the re-categorization. The motion passed unanimously.

**5. HR: Police Re-categorization**

Susan Leonard, HR Director, explained to the Board that the position of Identification

Technician had formerly been permanent. The position had been changed to limited service on a trial basis. The Police Department was now requesting to return the position to a regular, full time, civilian position.

City Council President Keogh and Councilor Wright made a motion to approve the re-categorization. The motion passed unanimously.

#### **6. HR: Fire Battalion and Deputy Chief Pay Range**

Susan Leonard, HR Director, addressed the Board, explaining that this change would help to resolve a compression issue within the Department in which there was no incentive to move up to salaried positions within the department. Councilor Wright spoke in favor of the pay ranges. Councilor Mulvaney-Stanak stated it was important to provide people an incentive to take on leadership roles.

City Council President Keogh and Councilor Wright made a motion to approve the pay range. The motion passed unanimously.

#### **7. HR: City Arts Positions**

Susan Leonard, HR Director, explained to the Board that in 2009 there had been a leadership decision made to move City Arts positions into a limited service category, rather than have the positions be temporary in nature. Approval by the Board of Finance would make that happen.

Councilor Wright requested a future report outlining how many positions still needed to be dealt with going forward. Susan Leonard stated she could do that. Mayor Kiss stated there was confusion during budget discussions and this was part of a long-term plan.

In response to an inquiry, Susan Leonard stated she would provide a listing of what portions of employee salaries came from General Fund and what is generated.

City Council President Keogh inquired if approval of this item would affect the General Fund. Susan Leonard stated they would now receive retirement benefits.

Councilor Wright and City Council President Keogh made a motion to approve the positions. The motion passed unanimously.

#### **10. HR: CAO Pay Range**

Susan Leonard, HR Director, addressed the Board about the pay range of the CAO. She stated it was recommended this be increased in order to attract a qualified candidate when a new CAO was appointed. The current ACAOs currently were making more than the former CAO had.

Councilor Wright inquired what the previous pay range was. Susan Leonard stated it was from \$78,195 to \$93,408. Councilor Wright inquired about the ACAO pay ranges. Susan Leonard stated they were roughly \$72,000-\$104,000. Councilor Wright inquired if a new CAO would be hired. Mayor Kiss stated one of the ACAOs has been appointed Interim CAO and he would be moving forward with the appointment of a new CAO.

City Council President Keogh and Councilor Wright made a motion to approve the pay range. The motion passed unanimously.

## **11. RETIREMENT: Minutes and Resolution**

Councilor Paul explained to the Board that the Resolution relating to Retirement and the composition of the Retirement Board had been referred to the Ordinance Committee. ACAO Schrader stated the Board had previously requested the minutes be attached to the Resolution. Councilor Paul spoke in favor of the new format of the minutes. She stated it was the first time she had read minutes that reflected what happened at the Retirement Board meeting.

Councilor Mulvaney-Stanak requested members of the Retirement Board come to a Board of Finance meeting.

Councilor Wright and Councilor Mulvaney-Stanak made a motion to accept the minutes. The motion passed unanimously.

## **12. PARKS: Department of Corrections Contract**

Mari Steinbach, Director of the Parks and Recreation Department explained to the Board that the Department of Corrections provided community services labor which assisted the Parks Department in parks operations, facility maintenance, and cemetery maintenance. The amount of the contract had been increased to \$60,000. The new contract would now transparency because in the past there were individual contracts for each service area that did not require approval. This new arrangement now combined all labor contracted through the Department of Corrections into one contract and brought it up to City standards and proper protocol.

Councilor Mulvaney-Stanak inquired if this contract was exempt from the livable wage ordinance. Mari Steinbach stated it fell under the exemption clause because it was community service. Councilor Mulvaney-Stanak inquired how long this program had been in place. Mari Steinbach stated she was not sure, but believed it had been between ten and twenty years.

Councilor Wright inquired how much money this would save the City. Mari Steinbach stated they had made the project more efficient and had developed work plans before crews were sent out.

City Council President Keogh stated this was good for the workers'/contracted employee's rehabilitation. Mari Steinbach stated there were both social and financial benefits.

Councilor Paul inquired if the workers were supervised and if this was planned for in the budget. Mari Steinbach stated there was supervision. Staff needed to be trained to ensure tasks were completed. Councilor Paul spoke in favor of the program.

Councilor Wright inquired about the risk. Mari Steinbach stated the City did not receive information about the nature of the crime. The Department of Corrections determined who was allowed to perform community service and what levels of supervision were appropriate.

City Council President Keogh and Councilor Wright made a motion to approve the contract and recommend information be provided to the City Council. The motion passed unanimously.

### **13. DPW: Update on Pearl Street Improvements**

Carol Weston from the Department of Public Works explained to the Board that the Department was now working on the last piece of the downtown project. Projects were currently taking place on Pearl Street and Cherry Street where they intersect with Church Street. Matched funds had been required and it has been difficult to find a match, but the Transportation Department had been helpful in this area. She noted that another project, beginning in the fall, would occur on Pearl Street and would involve paving.

Mayor Kiss stated people had complained about the street being ripped up and sidewalk quality. Carol Weston stated that half a million dollars a year was spent on sidewalks.

City Council President Keogh inquired if there has been any negative feedback on any projects. Carol Weston stated the project manager for Lower Church and St. Paul Street worked very closely with business owners and there were few complaints compared with previous downtown construction projects.

Councilor Wright stated people wanted the streets paved but disliked the inconveniences. Carol Weston stated night time work needed to be approved by the Director of DPW and was often a good plan because it reduced the impact on traffic flow. She stated that the Cherry Street project would be performing night work to prevent interference with CCTA busses.

City Council President Keogh and Councilor Wright made a motion to accept the report. The motion passed unanimously.

The meeting was adjourned at 5:55pm.